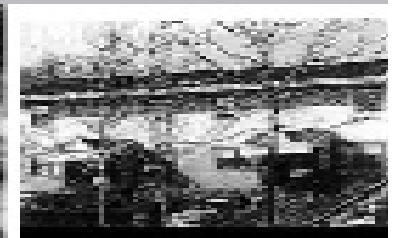




Cohoes Housing Authority



December 2013

www.cohoeshousing.org

Merry Christmas
from everyone at the
Cohoes Housing Authority!



Office Closed

- Tuesday, December 24th
- Wednesday, December 25th
- Wednesday, January 1st



December Board Meeting

The next Board Meeting will be held on Thursday, December 19th beginning at 6PM in the Manor Sites Conference Room.

Look inside for info on:

- Towers Holiday Dinner...page 3
- Inspections...page 6
- Towers Watch...page 7
- Birthdays at the Towers...page 9
- Snow Removal Policy...page 11
- Risk Management Policy...page 12

Administration Office
100 Manor Sites, Cohoes, NY 12047
Tel: (518) 235-4500 • Fax: (518) 235-8120

BOARD OF COMMISSIONERS

Wil Hebert Chairperson
 Walter Harbacz..... Vice-Chairperson
 Carolyn Dion..... Commissioner
 Charles Alonge..... Commissioner
 Colleen Mayo Tenant Commissioner
 Melanie Taylor Tenant Commissioner

STAFF CONTACTS & PHONE EXTENSIONS

Administration

Charles V. Patricelli	Executive Director	117
Katherine L. Oliver	Office Administrator of Operations	117
Edie Duncan	Clerk	122

Comp/Grants

RJ Langlais	MOD Coordinator	125
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Section 8

Teresa L. Miller	Director of Housing & Relocation	114
Josephine M. Shufelt	Housing Eligibility Assistant	120

Tenant Relations

Sherry Muzio	Tenant Relations Officer	113
Janice L. Medina	Sr. Account Clerk	111

For Your Information...

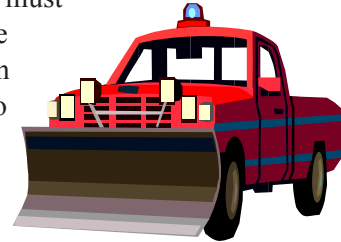
Drug Tip Hotline

Illegal drugs are a major problem in our country. The Cohoes Housing Authority is no exception. If you know of any illegal drug activities, please call the Drug Tip Hotline at 233-2161.

**ALL INFORMATION
IS TOTALLY
CONFIDENTIAL.**

Snow Removal Policy

Again, it is approaching winter and with that comes the snow. We must plow to keep the lots safe and usable. We will again be asking your support to have all vehicles moved off site, by 9am the day following the storm. We can not always promise that we can give any prior notification other than this policy but we'll try the phone system method as much as possible. **BE SURE WE HAVE YOUR CURRENT PHONE NUMBER!** If you changed your number or want us to call a cell number be sure the office has the new number. Again this method is a courtesy not mandatory and it will be **NO** excuse for not moving your car and being towed.



Avoid a Costly Maintenance Call

Purchase your own plunger. They are cheap and they work. We often get called for a plugged toilet and they are chargeable items. To make matters worse if it is during off hours it will cost much more. Avoid putting in any personal feminine items. They will not only plug the toilet but also plug the line making a mess for someone else. Thanks for your help.



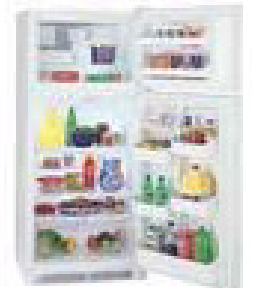
Zero Tolerance for Drug Use!

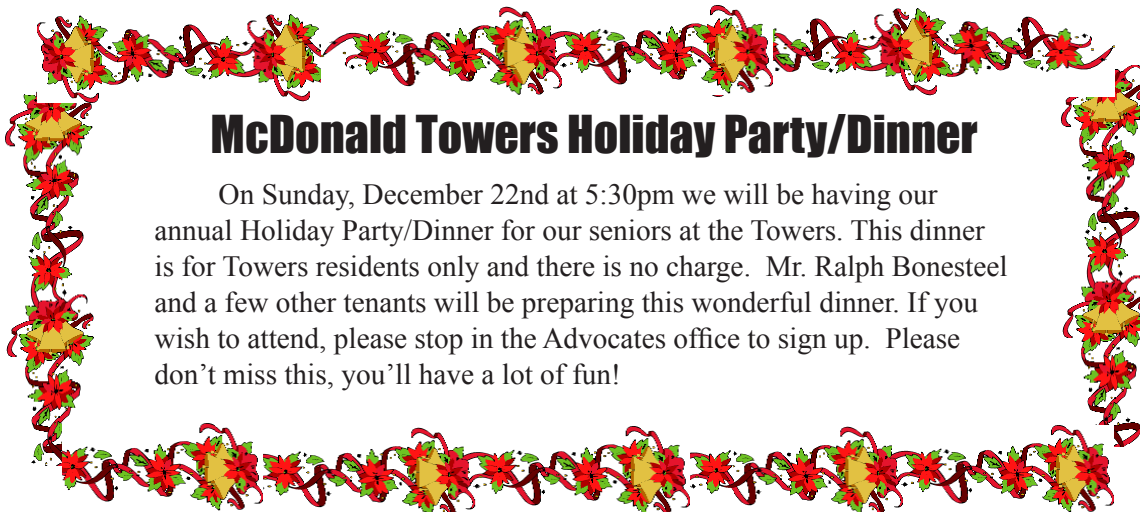
The Cohoes Housing Authority has a zero tolerance for drug use. If any tenant is found to have violated this policy, this means the mere arrest is cause for immediate eviction (we don't need a conviction). Is your apartment worth this? Even more are your children worth the risk? Have a problem? Help is available, but you have to want it.



Refrigerator Care

There has been a problem with refrigerators not being properly cleaned. You must clean the coils at the bottom of the refrigerator. When these coils are not cleaned they cause the compressor to burn out and the tenant maybe responsible for it's replacement. If something spills wipe it up right away, especially the front where the door gasket meets. If the gasket remains sticky and not cleaned it will cause the gasket to pull from the frame and you will be responsible for a new gasket. Fantastic cleaner seems to work the best.





McDonald Towers Holiday Party/Dinner

On Sunday, December 22nd at 5:30pm we will be having our annual Holiday Party/Dinner for our seniors at the Towers. This dinner is for Towers residents only and there is no charge. Mr. Ralph Bonesteel and a few other tenants will be preparing this wonderful dinner. If you wish to attend, please stop in the Advocates office to sign up. Please don't miss this, you'll have a lot of fun!

Consumer Credit Counseling Service of Central New York

CCCS is a private, nonprofit community service organization that has provided **free and confidential** financial counseling and education for Central and Upstate New York residents since 1972. A Budget Planner license with the NYS Banking Department and recognition as a certified housing counseling agency by the Housing



& Urban Development agency allow us to provide consumers with a diversity of financial counseling and debt repayment services including business & community education, financial counseling and our debt repayment plan. Their services are available to all who seek their assistance. They have no income qualifying guidelines for their **free financial counseling**. Consumers who participate in their Debt Repayment Plan must exhibit the financial resources sufficient to maintain their basic monthly living expenses and provide funds for creditor repayment. Their voluntary Debt Repayment Plan serves the dual role of helping consumers repay their debts and helping creditors receive the money owed to them. For more information call 482-2227.

Large Garbage Items

Please call the office to make arrangements if you have large items to put out for pickup. (washer, sofa, mattress etc..) otherwise you will be charged for pick-up. We have worked hard to make the Sites look nice please help us keep it that way.



GUESTS

With the holiday season approaching, you may either have friends or relatives visiting you temporarily for a short period of time. If you wish to bring a relative or other individual into your home permanently or for an extended period of time, you must first request permission from the office. The reason is that each apartment has been planned for a family of a certain size. Overcrowding is undesirable, particularly for families with children. If your request is approved any additional income derived by that person will then be added to yours for determining your eligibility and rent.

Home Oxygen Therapy and Cigarette Smoking: A Dangerous Practice



Oxygen as a therapeutic agent was first introduced in 1922 and since then it has become an important form of home therapy for chronic obstructive pulmonary disease (COPD). Its use has increased dramatically over the last 20 years.

The single most important cause of COPD is cigarette smoking, and a significant number of patients continue to smoke despite being on home oxygen therapy. Recent surveys show the percentage of home oxygen users still smoking to be between 14% and 51%. Those that smoke while using oxygen expose themselves and those around them to the risk of fire and serious burns. The fire and burn injury risk of home oxygen use is increasingly being recognized but the actual incidence of burns in home oxygen users is unknown as many cases are likely to be unreported.

Most patients on home oxygen use nasal cannulae. Nasal cannula tubing is a polyvinyl chloride product which, when ignited, emits an intense flame, possibly owing to the release of highly flammable vinyl chloride gas.



Needless to say, smoking while on oxygen therapy significantly compromises the effectiveness of the therapy, as well as presents a serious safety hazard. Therefore, to smoke while on oxygen therapy is not a good idea!



Holiday Spending Budget

It's not too early to start thinking about the holidays and

gifts. Use these instructions for making a holiday spending budget.

1. Determine the total dollar amount available in your budget for holiday spending.
2. Prepare a list of gift recipients and set a budgeted amount for each person's gift.
3. List possible gift choices along with appropriate size, color, and stores carrying item.

4. List miscellaneous expenses (decorations, cards, etc.) and set a budgeted amount.
5. List the estimated cost for each gift choice. Check the estimated cost for each gift choice against the budgeted amount.
6. Consider another choice if the estimated cost is greater than the budgeted amount.
7. List the price paid against the budgeted amount.
8. Total the price paid amounts. Check the price paid amounts against the total amount available for your holiday spending. It's easy to get over your head...

More than just presents...



The Story of Hanukkah The Festival

of Light and Dedication

For more than two thousand years, the old and beautiful festival of Hanukkah has been celebrated by Jewish people for eight days each December. Hanukkah recalls a time long ago when the Jewish people, led by Judah Maccabee, fought a king named Antiochus for the right to worship their one God, instead of many gods of the Greek religion. When the Jews won the battle, they cleared away the statues of the Greek Gods and rededicated their Temple to one God. Then they celebrated for eight nights. According to legend, Judah Maccabee searched for some pure oil to light the Temple menorah, but found only enough to last one day. But then a miracle occurred; the oil burned for eight whole days. That miracle of lasting light has come to symbolize the meaning of Hanukkah — a celebration of the freedom and determination of the Jewish people to practice their religious beliefs freely.



Kwanzaa

Kwanzaa is an African-American tradition celebrated December 26th – January 1st, with seven nights of candle lighting representing the seven principles: Unity, Self-Determination, Responsibility, Cooperative Economics, Purpose, Creativity and Faith.

Taking care of your Christmas Tree...



If the reservoir is empty for a while, the tree will stop drinking and it will need to be recut an inch above the previous cut to allow the tree to once again take-up water.

- 1- Cut at least one inch off the base to allow the tree to absorb water.
- 2- Put it in a bucket of luke warm water outdoors in a cool place away from the sun and the wind.
- 3- Bring the tree into your house and once again cut at least 1 inch off above your last cut (the cleaner the cut the better).
- 4- Sterilize your tree stand by cleaning it with boiling water before you use it.
- 5- Fill with luke warm water and place your tree in it.
- 6- Keep the reservoir filled above the base of the tree.
- 7- Place your tree away from radiators, air ducts, and TV sets, all of which can dry the needles.

Around The Authority



To all Housing Authority Residents

The Cohoes/Watervliet Housing authority belongs to an organization named NYSPHADA

and every year they provide a scholarship that gives \$1,000 to any housing senior going off to college. In addition there are private donations that usually gets added to this and last year the total donation was just under \$1,600. Should you be interested in applying, please pick up your application at the office. Applications are due by January 17, 2014.

Attention Residents of Saratoga Sites & Roulier Heights:



Please be advised that staff of the CHA will be conducting inspections of washing machine areas in all apartments at Saratoga Sites & Roulier Heights. **The inspections are scheduled for December 16th - December 20th.** Please consider this your written notice. We appreciate your cooperation in this matter.

Hello all,

Happy holidays! Do you need help with your **resume or applying for jobs**? This is part of the services we provide here for **FREE**. We have had great success with helping many customers get ready for interviews and job searching. All the services we offer are **FREE** and **CONFIDENTIAL**. If there is a topic you would like more info on, please let me know! If you have any questions or need more information please feel free to contact me! Winter is here, I wanted to share with you some important programming information.

HEAP: This year Albany County residents are to call the CHOICES program to get instructions on how and where to apply for HEAP. Call the CHOICES program @ **756-8650**.

I wish you and your family a warm, happy and healthy holiday season!

Fondly,

Chris Camburn

235-4500 X 129 (office) 365-0223 (cell)

The Towers Watch

Services for tenants at McDonald Towers
December 2013



Price Chopper Bus

Monday bus service to Price Chopper, the bus leaves at 12:30pm and returns at 2:25pm. There is no charge for this service.



Hannaford Bus

Thursday bus service to Hannaford Market, bus leaves at 10am and returns at 1pm. There is no charge for this service.



Tenant Meeting

The Tenant Meeting will be held on December 19th at 1PM. This will be held in the Community Room.



Bingo

Bingo is held on Thursday at 6pm. Admission is \$1.00 and \$1.00 per card. This is held in the Community Room.



Advocate's Office

The Advocate's office is open Tuesday- Friday from 9am to 3pm. It is closed daily from 12PM to 1PM.



Communion Service

Communion Service is held on Wednesday at 2pm. This is held at the Cohoes Senior Center. The public is invited to attend. For more info call 237-2370 or 237-5151.



Special Thanks to our friends at Project Equinox

With thankful hearts we would like to thank Project Equinox for providing our tenants Thanksgiving Dinners.

Holiday Tips to help save the Environment!

The holiday season with its accompanying buying, wrapping and celebrating substantially increases the amount of solid waste we generate. However, there are many opportunities for you to reduce, reuse and recycle the remnants of holiday cheer. Listed below are some tips for reducing your household's waste during the holiday season.



TIPS FOR HOLIDAY SHOPPING

When shopping, bring your own reusable tote bag rather than accepting a separate bag for each purchase (be sure to get your sales slip so you can verify your purchases). Say I don't need a bag for small purchases. Ask for the box the product came in or get a clothing box for the item instead of collecting both

a box and a bag. Choose products that are minimally packaged.

GIFT GIVING

Give experiences, not stuff. Try gift certificates for massages, movies, dining, classes, concerts, sport events, mass transit, etc.

Give of yourself. Donate blood to the Red Cross. Become a bone marrow donor. Sign an organ donor card. Donate long hair to make wigs for children that lose their hair to cancer or disease. Give a personal service like snow shoveling, lawn mowing, baby sitting, cleaning, running errands, etc.

Give a gift that keeps giving. Make a donation in the name of a friend or family member to an organization that they support.

Give Eco-gifts. Give reusable tote bags, rechargeable batteries, a bike, energy or water saving devices, bird feeders, a compost bin, etc.

DONATE OLD THINGS TO CHARITY

New gifts will often replace appliances and clothes that still have a useful life. Collect these items and donate them to Goodwill, Salvation Army, local churches, day care centers, shelters or charity groups. See if your town has a bargain barn or swap shop.

RECYCLE CARDBOARD and BOXES

The holiday season creates a tremendous amount of cardboard waste. Be sure to separate corrugated cardboard, bundle it and recycle it. Check first if your local area accepts cardboard and how it should be prepared.

REDUCE, REUSE and RECYCLE GIFT WRAP

Don't use wrapping paper. Just add bows to holiday shopping bags or gift boxes. Only use the amount of wrap that you need. Loop string around gift boxes, then lay it out on paper to determine how much to cut. Wrap gifts in brown paper bags or newspaper. Use the cartoon section for brighter colors. Wrap gifts in festive holiday fabric, dish towels or bandannas, which can simply be washed and reused. Give gifts in baskets, tins or jars. Shred used wrapping paper to use as filler or instead of tissue. Write recipients name on reusable wooden ornaments and use as a gift tag. If you buy gift wrap, look for recycled paper with the highest post-consumer content you can find.

The Legend of Santa Claus

The American version of the Santa Claus figure received its inspiration and its name from the Dutch Legend of "Sinter Klaas," brought by settlers to New York in the 17th Century.



As early as 1773 the name appeared in the American press as "St. A. Claus," but it was the popular author Washington Irving who gave Americans their first detailed information about the Dutch version of Saint Nicholas. In his History of New

York, published in 1809 under the pseudonym Diedrich Knickerbockers, Irving described the arrival of the saint on horseback each eve of Saint Nicholas.

In looking for the historical roots of Santa Claus it is believed to be based on the life of Bishop Nicholas of Smyrna, in what is now Turkey. Nicholas lived in the 4th century A.D. He was very rich, generous, and loving toward children. Often he gave joy to poor children by throwing gifts in through their windows. Nicholas became St. Nicholas, the patron saint of children and seafarers.

In Protestant Germany, St. Nicholas became known as "der Weinachtsmann." And in England he came to be called Father Christmas. After the Dutch immigrants arrived in the United States, he came to be referred to as Santa Claus .

As children naturally wanted to know where Santa Claus came from and what he did when he was not delivering presents, the legend of Santa Claus living at the North Pole with his workshop came about.

In 1925, children began to question whether reindeer could live at the North Pole. Newspapers revealed that Santa Claus in fact lived in Finnish Lapland. Santa produced his gifts with the help of a busy group of elves, who have quite their own history in Scandinavian Legend.



Birthdays List for McDonald Towers

- 12/7 Deborah Pezze
- 12/7 Catherine Newbold
- 12/10 Eleanor Pelletier
- 12/17 Matthew Bonesteel

Food Pantry at the Towers

The McDonald Towers Food Pantry is open to all tenants who live in Cohoes Housing Authority.

The hours of operation are:
Tuesday and Thursday:
9 am. to 12 noon
1 pm. to 3 pm.



You must bring proof of residency each visit. Due to budget cutbacks we can only serve a family once every two months. There will be no exceptions.

If you have any questions or wish to make an appointment call Jack Counterman at 237-0521.

**Cohoes
Housing
Authority**

MOVING FROM THE APARTMENT

If you decide to move, you must give the office a written thirty (30) day notice prior to your expected move-out date. Failure to properly notify the office can result in the loss of your security deposit refund and an additional month's rent.



You are required to leave the apartment in the same condition as it was when you moved in. The apartment will be inspected by the maintenance department and any damage will be charged to you.

For your protection, you may arrange an appointment with the office for a final move out inspection. This will give you the opportunity to explain any problems that may jeopardize your security deposit. It is our aim that your stay in the apartments owned or managed by the Cohoes Housing Authority will be a pleasant experience for you and your family and a profitable one in terms of enabling you to meet your living needs within your budget. If you leave because you can afford private rent or a home of your own, our purpose will have been accomplished.

EXTERMINATION

The authority provides free extermination service to its tenants on an as needed basis. Roaches, as well as other pests, sometimes get into the best kept homes. However the best people don't permit them to stay. You'll be happy to know we spray mostly for ants and very rarely roaches. It is extremely important for you to report any sign of infestation. The sooner the problem is treated, the easier the treatment phase.

To further prevent roach infestations make sure of the following:

- Remove all trash from your apartment daily
- Wash all dirty dishes right away
- Keep your stove and refrigerator clean
- Do not leave food uncovered on the countertops or tables
- Do not let old newspapers pile up
- Sweep floors and vacuum rugs regularly
- Report all plumbing leaks to the office



If these pests are found after inspection by management and the tenant has not reported their presence, the cost of extermination will be charged to the tenant. Failure to cooperate may result in eviction.

Mice are a constant problem everywhere. At the first sign of mice, put traps down and keep using them until you're sure that they are gone for good.

The placing of bread, crumbs or crackers on the lawns and sidewalks as food for birds and pigeons is prohibited. We all like to admire our feathered friends but the same food also attracts undesirable mice and rats. It is a hopeless task to exterminate and prevent infestation by these rodents if they are able to get all the wholesome food they want through the courtesy of bird loving tenants.

Snow Removal Policy

Again, it is approaching winter and with that comes the snow. We must plow to keep the lots safe and usable. We will again be asking your support to have all vehicles moved off site, by 9am the day following the storm. We cannot always promise that we can give any prior notification other than this policy but we'll try the phone system method as much as possible. BE



SURE WE HAVE YOUR CURRENT PHONE NUMBER! If you changed your number or want us to call a cell number be sure the office has the new number. Again this method is a courtesy not mandatory and it will be NO excuse for not moving your car and being towed.

SNOW REMOVAL SCHEDULE

Saratoga Sites	Snow removal 10 a.m. to 11 a.m.
Roulier Heights	Snow removal from 11 a.m. to 12 Noon
Manor Sites	Snow removal from 1 p.m. to 3 p.m.
McDonald Towers	Snow removal from 1 p.m. to 2 p.m.

Your full cooperation in this matter will be greatly appreciated. Your help is needed to keep the grounds plowed and cleared. This removal is necessary for your safety and for your convenience in having parking space cleared.

The Board of Commissioners of the Cohoes Housing Authority has adopted a Risk Management Policy as follows:

The safety and well-being of the residents, guests and employees of the Cohoes Housing Authority are of the utmost importance. Proper procedures must be established in order to ensure that the highest level of safety is provided for all.

It is the intention of the Cohoes Housing Authority to abide by all applicable laws and regulations which govern the health and safety of the tenants, visitors and property which may threaten the health and well being of those the authority serves.

Risk Management methods will be the responsibility of all levels of the Authority. The Cohoes Housing Authority shall make all efforts feasible to ensure that optimal level of safety is provided for all. Through the administration of this adopted Risk Management Policy and the cooperation and support of those involved, the Cohoes Housing Authority will make risk control a priority.



The following Resolution was introduced by Commissioner Andrew Koval, read in full and considered:

RESOLUTION NO. 13-01

LET IT THEREFORE BE RESOLVED THAT the Board of Commissioners of the Cohoes Housing Authority has adopted the Risk Management Policy as follows:

The safety and well-being of the residents, guests and employees of the Cohoes Housing Authority are of the utmost importance. Proper procedures must be established in order to ensure that the highest level of safety is provided for all.

It is the intention of the Cohoes Housing Authority to abide by all applicable laws and regulations which govern the health and safety of the tenants, visitors and property. Risk Management methods will be employed to prevent and control loss which may threaten the health and well being of those the authority serves.

Risk Management methods will be the responsibility of all levels of the Authority. The Cohoes Housing Authority shall make all efforts feasible to ensure that optimal level of safety is provided for all. Through the administration of this adopted Risk Management Policy and the cooperation and support of those involved, the Cohoes Housing Authority will make risk control a priority.

The foregoing Resolution was proposed by Commissioner Andrew Koval, which said motion was seconded by Commissioner Joseph Nadeau.

Upon a roll call vote, the Ayes and Nays were as follows:

AYES

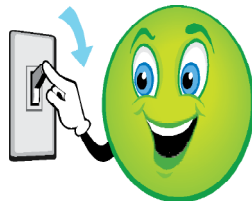
Wil Hebert
Colleen Mayo
Andrew Koval
Joseph Nadeau
Walter Harbacz
Melanie Taylor

NAYS

None

The Chairperson thereupon declared said motion carried and the Resolution adopted.

Jan13.Min



**Regardless who pays for the
utilities, we need to save our
earth's valuable resources**